

**NORMANDY VILLAGE HALL
CHARITY NUMBER 304967
YEAR ENDED 31 DECEMBER 2016**

NORMANDY VILLAGE HALL

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2016

REGISTERED CHARITY NUMBER: 304967

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YEAR ENDED 31 DECEMBER 2016**

LEGAL AND ADMINISTRATIVE INFORMATION

Custodian Trustees

Pat Hunt
Patricia Newton
Clive Nichols
Ann Seymour

Management Trustees

Ian Rose (Chairman)

Roshan Bailey (appointed 4//10/2016) (Deputy Chairman)
Amanda Ellis
Briony Howarth (appointed 4//10/2016)
Joyce Hutchins
Jane Owen
Roger Smith
Arthur Towner (Treasurer)
Dorothy Towner (Bookings Secretary)

Hall Manager

Jon Pick

Address

Normandy Village Hall, Manor Fruit Farm, Glaziers Lane, Normandy, Surrey GU3 2DT

Website

www.normandyvillagehall.org

Bankers

CAF Bank Limited, Kings Hill, West Malling, Kent ME19 4TA

Independent Examiner

E A Mathieson FCA, 8c Brooklands Close, Farnham, GU9 9BT

Registered Charity Number

Normandy Village Hall is registered with the Charity Commissioners of England and Wales. The Charity registration number is 304967.

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TRUSTEES' ANNUAL REPORT

The Trustees present their report and financial statements for the year ended 31 December 2016. The financial statements have been independently examined in accordance with the Charities Act 2011.

Reference and Administration Details

All general information relating to Normandy Village Hall can be found on page 1.

Financial Review

The results for the year are as set out in the financial statements on pages 7 and 8..

Structure, Governance and Management

Normandy Village Hall is an unincorporated charity whose Governing Documents are an Indenture dated 25 May 1921, Trust Deed dated 18 October 1929 and Scheme dated 27 September 1972.

The freehold land of the Charity at the address shown on Page 1 is vested in the Custodian Trustees. The Charity is controlled by the Management Trustees who delegate day to day management to the Hall Manager.

The Trustees consider that the Charity holds sufficient reserves, having reviewed possible risks.

Objectives and Activities

The principal objective of the Charity is to provide Village Hall facilities in Normandy for the benefit of local residents.

Public Benefit Statement

The Trustees have complied with their duty to have due regard to the Charity Commission's guidance on public benefit. The Charity's main activities for the public benefit are:

- The provision and maintenance of Normandy Village Hall which includes a Large Hall, Small Hall, Meeting Room, two kitchens and supporting facilities.
- Making the venue available for the use of local residents.
- Ensuring a range of activities provided by regular users for the benefit of local residents.
- Providing and maintaining a website with information about the Village Hall and a booking system to facilitate its use.

CHAIRMAN'S REVIEW OF THE YEAR

The new Normandy Village Hall was officially opened in January 2003 and we are now into our fourteenth year. With routine maintenance and refurbishments our Hall, as a building, should last a minimum of 100 years. I, as Chairman, am in my 76th year and even with continued refurbishment and maintenance I cannot see me lasting quite as long. After serving as Chairman for nearly nine years I will be retiring from the post at the end of this AGM. Fortunately from my appeal last August for volunteers to join the Management Committee we had two people come forward, Roshan Bailey and Briony Howarth, both of whom expressed a desire

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to be involved in the Village Hall. Both joined the Management Committee last September and I welcome them both to their first AGM.

To my very pleasant surprise Roshan was interested in the post as Chair and subsequently she became Deputy Chair in November with a view to taking over my post on my retirement and with the approval at this AGM. Roshan brings with her a wide knowledge and experience with the organisation and governance of Charities. She has already obtained a public access defibrillator (PAD) at no cost to the Village Hall and is currently organising training sessions commencing later in March.

Maintenance: We continue with our routine maintenance and as we decided to defer our large future projects we took the opportunity to redecorate both the Main Hall and Small Halls, together with the ladies and gents toilets. I was surprised to be informed that the toilets were still the original colours when the Hall was opened so thank you for looking after them so well for 14 years. We had to replace two of the Main Hall fluorescent lighting panels about 2 years ago as the ballast units had failed and now have to replace another one. As the dimensions of the panel units are unique to our Village Hall we have to send them back to the original Manufacturer which costs around £800.

The Main Hall floor is a sprung floor which is giving us cause for concern as we are finding that the boards move and split. At the moment we are continuing to repair and fix them but there will come a time when this cannot be done any more. When we reach this point we will have to consider replacing the whole floor and we have put money aside for this future eventuality, around £25,000.

Health & Safety: Fire Risk Assessment and Full Electrical Testing.

We asked Surrey Fire Brigade to check if the Village Hall complied with current fire regulations. They raised some concerns and advised us to have a full Fire Assessment carried out by a competent company. As result we received back a 50 page report on issues, fire prevention and recommendations. Most of them are not too serious and can be corrected fairly easily. Roshan, Jon and I are working our way through the report and all fire risks should be reduced to an acceptable minimum within the next 3 months. Please be assured that the Hall will not spontaneously combust and we are not at a major risk of fire breaking out. We have already spent £1,000 so far on remedial action and expect to spend an additional £1,200 before we have complied with the significant parts of the report.

Also within the report it was recommended that a Full Electrical Test should be carried out on all the electrical wiring, light fittings and power sockets by a competent electrician. To do this all the wiring connexions to all electrical equipment had to be inspected visually and then electrically tested, including the fluorescent lights in the Main Hall ceiling! This work is very time consuming and therefore expensive. Many of the light fittings were showing visible signs of overheating with plastic insulation breaking away. Remedial work on the affected fittings has just been completed. Also to meet modern electrical regulations it was also recommended that residual circuit breakers RCD's were fitted on the circuits that power the Emergency lights and where lights were fitted in concealed cupboards to reduce the risk of fire breaking out. We have already spent £900 so far and expect to spend an additional £1,500 before we have complied with the Electricians Report and recommendations. Fortunately we should not need to carry out these Assessments and Electrical Tests for at least 5 years to 7 years!

FINANCE

Finance: Our financial situation and accounts for the Village Hall for the year January '16 to December '16 continue to be satisfactory under the auspices of our Treasurer, Arthur Towner. The surplus we carried over from the previous financial year has been reduced due to the re-decoration costs of the Halls, the Fire Risk Assessment Report and the Full Electrical Test. The costs to rectify the issues raised in these reports will roll over into this financial year. Our main source of income is the hiring of the Halls to our Regular and Occasional Users. We have held

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our weekly Regular Hire charges to the same level for three consecutive years with a small increase to the monthly Regular Users. However, we will need to consider an increase to them next year for the following reasons:-Our Cleaning Contract costs have risen because of rising labour costs.

- 1) We will need to build up our surplus again to enable us to carry out the Maintenance requirements above.
- 2) We also need to fund our future Projects which I will outline later.

Photovoltaic panels: The photovoltaic panels provide our other main source of income. They have been in operation for nearly 6 years (November 2011 to December 2016) and have brought in a total revenue of around £29,000 giving us an average annual income of £4,800. Our total production of electricity of electricity generated 54,500 kWh and we have covered our initial investment costs with a little interest added. In effect the revenue generated for the next 20 years can now be properly considered as income. Arthur, our Treasurer, will give a much fuller report on our finances later.

MFF Maintenance Charges: Normandy Parish Council agreed to reduce our Manor Fruit Farm Maintenance Charge for the precept year 2017-18 to £489 per annum –so a big thank you to the Parish Council. Our appreciation must go to Val as Chair of the Manor Fruit Farm Working Party and Alan as Chair of Normandy Parish Council for listening patiently to the Users of MFF and improving the relationship between the us and the MFF Users over the previous 12 months. We, with the other MFF Users, have reached an agreement with the Parish Council on the maintenance items that should be charged to us.

Reserves

The freehold land and buildings at Manor Fruit Farm are valued at £666,517, representing the majority of the Charity's reserves, and these are fundamental to operations. Cash reserves are held in two funds. The Trustees' account is used for longer term maintenance and development of the building and land. The Hall Manager's account is used for all normal running costs of the building and land. The Trustees aim to maintain free reserves of 9 - 12 months' normal gross expenditure in the Hall Manager's account and with the account standing at £30,609, this has been achieved. The Trustees' account stands at £762,853 including property and cash. £25K is earmarked for replacement of the floor in the main hall likely to be required in the medium term.

Fundraising

At present, NVC does not carry out any regular fundraising but specific funding bids are made from time to time. During 2016, support from Councillor Keith Witham led to a grant of £1,000 from Surrey County Council towards our new external notice board. We also received equipment to the value of approximately £2,500 from the British Heart Foundation for a defibrillator, cabinet and training equipment.

RISK ASSESSMENT

The Trustees have reviewed the major risks to which Normandy Village Hall is exposed. Systems are in place to mitigate identified risks, together with mechanisms for the Trustees to review progress and new developments.

TRUSTEES' LIABILITY INSURANCE

Insurance was acquired for the Trustees against liabilities in relation to their duties.

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PLANS FOR THE FUTURE

The Main Entrance and side footpath paving slabs continue to move which we believe is due to the clay sub-strata continually expanding and contracting. We are aiming to replace all the paved footpaths (not the patio areas) with bitumen granules and a resin grit finish as it is more acceptable to movement. Last year we obtained a quote for around £14,000 and will be seeking further quotes

Air Conditioning: The Main Hall and upstairs Meeting room become very hot during the summer months and we will be looking at two options to reduce the solar heating that comes through the windows on the south side of the building. We will looking at the costs for solar film on the windows and/or air conditioning units.

Boundary Hedging: We are proposing to plant a hedge and trees along the west boundary of the road leading towards the Bowling & Archery Club to denote our boundaries and enhance the look of the area. We will probably be looking to carry out this work during the winter of 2017/18.

Village Hall Website: We will continue to develop the Electronic Booking System this year and enhancements will be added during the next few months. The future is that we are aiming to fully implement the EBS later in the year and we will be looking at using this system for the main method of booking Halls and Rooms for both Regular and Occasional. Regular Users will be asked to input dates they require for next year January 2018. Further information and guidance on using EBS will be available later this year.

FINANCIAL ACCOUNTS

The Independent Examiner's Report and Financial Accounts which follow on pages 6 – 8 form part of this Annual Report.

APPROVED BY THE TRUSTEES AND SIGNED ON BEHALF OF THE TRUSTEES by

Roshan Bailey, Chairman

Date: 2nd May 2017

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INDEPENDENT EXAMINERS REPORT

EXAMINER'S UNQUALIFIED REPORT (FOR A NON-COMPANY CHARITY)

Independent examiner's report to the trustees of Normandy Village Hall

I report on the accounts of the Trust for the year ended 31 December 2016.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: E.A Mathieson
Relevant professional qualification or body: FCA
Address: 8c Brooklands Close, Farnham, GU9 9BT
Date: 15 March 2017



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FINANCIAL ACCOUNTS

**TRUSTEES OF NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 304967
BALANCE SHEET AS AT 31st DECEMBER 2016**

	2016		2015	
	£	£	£	£
FIXED ASSETS				
Village hall at cost				
Balance brought forward	666,517		666,517	
Expenditure during year	<u>-</u>		<u>-</u>	
		666,517		666,517
INVESTMENT				
Scottish Widows		84,133		83,764
CURRENT ASSETS				
Cash at bank - Trustees a/c	42,802		36,501	
- Hall Managers				
Debtors and prepayments	<u>1,199</u>		<u>431</u>	
	44,001		36,932	
DEDUCT CURRENT LIABILITIES				
Sundry creditors	<u>1,190</u>		<u>1,514</u>	
NET CURRENT ASSETS		<u>42,811</u>		<u>35,418</u>
TOTAL NET ASSETS		<u>793,462</u>		<u>785,699</u>
FINANCED BY:				
ACCUMULATED FUND				
Trustees' Fund		762,853		757,280
Hall Managers' Fund		<u>30,609</u>		<u>28,419</u>
		<u>793,462</u>		<u>785,699</u>

INCOME ACCOUNT FOR THE YEAR ENDED 31st DECEMBER 2016

	2,016	2015
INCOME		
Electricity credit	5,205	3,925
Interest on Trustee investments	<u>369</u>	<u>829</u>
SURPLUS FOR THE YEAR	5,574	4,754
SURPLUS BROUGHT FORWARD	<u>757,279</u>	<u>752,525</u>
SURPLUS CARRIED FORWARD	<u>762,853</u>	<u>757,279</u>

Arthur Towner
Hon. Treasurer
28 February 2017

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NORMANDY VILLAGE HALL MANAGEMENT COMMITTEE

REGISTERED CHARITY No. 304967

INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31st DECEMBER 2016

	2016		2015	
	£	£	£	£
INCOME				
Hall lettings		37,593		37,134
Grants		1,000		-
Deposit interest		69		81
		<u>38,662</u>		<u>37,214</u>
LESS: EXPENDITURE				
Rates and water	1,935		3,520	
Gas and Electricity	4,340		3,932	
Insurance	1,554		1,482	
Cleaning	11,828		11,184	
Refuse collection	728		896	
Repairs and Maintenance	11,898		9,682	
Telephone	464		384	
Postage and stationery	2,655		613	
Projects	1,001		12,027	
Miscellaneous expenses	68		5	
		<u>36,473</u>		<u>43,726</u>
EXCESS OF INCOME OVER EXPENDITURE		2,190	-	6,512
SURPLUS BROUGHT FORWARD		<u>28,419</u>		<u>34,931</u>
SURPLUS CARRIED FORWARD		<u>30,609</u>		<u>28,419</u>

Arthur Towner
Hon. Treasurer
28 February 2017